



REQUEST FOR PUBLIC INFORMATION

RECEIVED STAMP:

DUE DATE: _____

REQUESTER DATA

NAME: _____ PHONE #: _____

ADDRESS: _____

EMAIL ADDRESS: _____

INFORMATION REQUESTED: _____

IS THIS REQUEST FOR COMMERCIAL PURPOSES?	YES	NO
FORM OF INFORMATION:	EXAMINE ONLY	PAPER COPY
		ELECTRONIC COPY

VILLAGE USE ONLY - NOTIFICATION SECTION

- ATTACHED ARE THE RECORDS THAT YOU REQUESTED. THE RECORDS WERE RECEIVED ON _____.
- THE INFORMATION YOU HAVE REQUESTED IS EXEMPT FROM RELEASE UNDER THE FREEDOM ACT, AND VILLAGE POLICY IS THAT IT _____ (SEE NOTICE OF RIGHTS BELOW)
- WE ARE UNABLE TO RESPOND TO YOUR REQUEST WITHIN THE PERMISSIBLE FIVE (5) BUSINESS DAYS BECAUSE _____. WE EXPECT TO FILL YOUR REQUEST BY _____. IF THIS IS ACCEPTABLE, PLEASE SIGN AND RETURN THIS FORM. IF IT IS NOT, SEE THE NOTICE OF RIGHTS BELOW.

I WILL ACCEPT THE INFORMATION IF PROVIDED BY THE DATE SHOWN ABOVE.
REQUESTER'S SIGNATURE: _____ DATE: _____

I CERTIFY THAT I AM THE OFFICIAL RESPONSIBLE FOR THIS INFORMATION RELEASE DECISION.
NAME: _____ DATE: _____ PHONE #: _____

ALL QUESTIONS ABOUT THIS REQUEST SHOULD BE DIRECTED TO:

GENERAL REQUESTS
 DAVID FITZGERALD-SULLIVAN
 MANAGEMENT ANALYST
 850 WAUKEGAN ROAD
 DEERFIELD, IL 60015
 847-719-7400
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POLICE RECORDS
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BUILDING PERMITS/LAND
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